

MEMORANDUM

October 22, 2002

TO: All Schools

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **GRADE REPORTING FREEZE-GRADING PERIOD 1**

Schools are reminded that the deadline (freeze) for all First Grading Period information is 5:00 PM Friday, October 25, 2002. At that time, Information Technology Services (ITS) will begin printing the First Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).